

Services Guide



Issued July 2020

I. ABOUTUS

This Services Guide is provided by **Sharetech Pty Ltd** ACN 608 254 851 (“Sharetech”).

Sharetech is a corporate authorised representative (No. 001282077) of Primary Securities Limited ABN 96 089 812 635 (“Primary”) holder of Australian Financial Services License No. 224107 (AFSL). For more information on Primary Securities Limited please refer <https://www.primarysecurities.com.au/> Sharetech carries on its facilitation business consistent with ASIC Class Order 02/0273. Refer Sharetech’s web site at www.sharetech.com.au for further information on its business and services.

Sharetech Pty Ltd is a controlled entity of Advanced Share Registry Limited - an ASX listed share registry (ASX:ASW). ASW, established in 1994, has been listed on ASX for twelve years with offices in Sydney and Perth. ASW has a team of 20 staff to support the registry and Sharetech’s share facilitation services. Refer www.advancedshare.com.au

In addition, fellow ASW group company - Private Company Platform Pty Ltd (“PCP”) - operates a professionally managed, public facing based information platform for unlisted companies (proprietary limited companies, unlisted public companies and operating unit trusts) at all stages of maturity. Refer www.privatecomanyplatform.com

The three companies i.e. Sharetech, ASW & PCP work together to provide a total eco-system for unlisted companies in Australia to better manage their members’ registers and enable the opportunity for shareholders or people interested in acquiring shares in such companies to be chaperoned in such process.

Sharetech provides the share facilitation interface that enables buyers and sellers of shares to more efficiently deal with each other. Sharetech only deals with companies that are on the PCP platform and / or where ASW manages the share registry.

Sharetech can also assist shareholders of ASX listed companies to sell their Australian issuer sponsored shares without needing to open a trading account with a broker. Also, Sharetech can facilitate the crystallisation of a capital loss for shareholders where the company may be delisted and worthless but not liquidated, thereby being unable to crystallise the capital loss. In this case Sharetech could buy the shares for a nominal value so the holder can realise the capital losses for tax purposes.

2. SERVICES WE PROVIDE

Whilst the underlying AFSL Sharetech operates as a Corporate Authorized Representative of is broad and covers retail and wholesale advisory and dealing, Sharetech’s services can extend to authorities to perform:

- facilitation services for buyers and sellers of securities in PCP platform companies and otherwise dealing with financial products
- providing general financial product advice

Sharetech does not intend to provide any financial product advice.



Buyers and sellers of any securities in PCP platform companies will need to perform their own assessment as to value and pricing without any guidance from Sharetech. Sharetech simply facilitates the interface / introduction of the buyer to the seller. Once there is an agreement about price and quantity then Sharetech attends to the logistics of the share transfer with support from ASW & PCP as required.

As Sharetech operates in a no advice environment then buyers and sellers may have retail or wholesale status.

Buyers need to determine whether buying securities in an unlisted company environment is suitable to them and their financial circumstances, and preferably seek advice from their financial consultant. Sharetech's role is simply that of a facilitator and does not provide advice or determine suitability of any investment contemplated by a buyer.

3. FEES, CHARGES AND REMUNERATION

Sharetech charges the seller a fee upon completion - it is normally a percentage of the gross sale value with a minimum fee of \$100 per transaction.

4. COMPLAINTS

We are committed to providing exceptional services. However, if our client (ie the seller) was unhappy with our services, then the procedure is as set out below:

Step 1

Please contact us:

Mail: Sharetech Pty Ltd
110 Stirling Highway, Nedlands WA 6009
Email: jeff@sharetech.com.au

Please explain the complaint in detail. We will review the complaint and, if possible, will seek to resolve it immediately. If you are happy with the outcome, you do not need to do anything further. However, if you are not happy with the outcome, please contact us and our compliance officer will review your complaint and the proposed resolution. The compliance officer will contact you with his or her decision.

Step 2

If you are not satisfied with the decision of the compliance officer or we do not respond to you within 45 days after you make the initial complaint, you can contact the Australian Financial Complaints Authority (**AFCA**). Primary Securities Ltd is a member of AFCA, which is an independent dispute resolution scheme. You can only complain to AFCA once you have followed the procedure above.

AFCA's details are:

Telephone: 1800 931 678
Website: www.afca.org.au
Email: info@afca.org.au
Mail: GPO Box 3
Melbourne VIC 3001



5. COMPENSATION ARRANGEMENTS

Our services we provide are covered by professional indemnity insurance arrangements which comply with the requirements set out in section 912B of the Corporations Act.

6. CONTACT US

Sharetech Pty Ltd

Officer: Jeff Broun FCA
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Primary Securities Ltd

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